



**Policy:** 3090  
**Procedure:** 3090.02  
**Chapter:** Special Needs  
**Rule:** Visual Care

**Effective:** 12/11/06  
**Replaces:** 3100.15  
**Dated:** 11/01/96

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Health Unit supplies eyeglasses in a timely manner as determined by a Qualified Health Care Professional (QHCP).

**Rules:**

1. Upon intake **SECURITY** shall confiscate the juvenile's contact lenses and place in the juvenile's personal property or make the contacts available to the juvenile's parent or guardian for safe keeping;
  - a. The **MEDICAL DIRECTOR** shall determine any medical exceptions for contact lenses prescribed for medical conditions.
    - i. Cosmetic enhancement is not a medical condition.
2. Upon intake **SECURITY** shall determine whether the juvenile's eyeglasses are unsafe. Some guidelines for that determination are the following:
  - a. Material other than plastic;
  - b. Glass lenses;
  - c. Containing any metal with the exception of the screws.
3. **JUVENILES** may retain and wear unsafe eyeglasses until they receive the state-issued glasses. The **HOUSING UNIT EMPLOYEE** shall:
  - a. Make the personal glasses a supervised check out item after the first instance of abuse;
  - b. Place the unsafe glasses in the juvenile's personal storage upon the juvenile receiving the state-issued pair.
4. The **QHCP** shall identify juveniles having visual impairments upon intake. These shall include but not be limited to juveniles having a visual acuity of 20/40 or greater upon screening without eyeglasses.
5. The **QHCP** shall notify the facility's designated transportation officer on Wednesdays and Fridays of the intake juveniles requiring optometric evaluation. Non-intake facilities shall notify the transportation officer by Friday of juveniles requiring optometrist evaluation for the following week in accordance with Form 3090.02B Scheduling Optometric Evaluation.
6. The **TRANSPORTATION OFFICER** shall:
  - a. Confirm appointments with the optometrist Monday morning;
  - b. Ensure the juvenile is evaluated by an optometrist within ten business days of notification;
  - c. Ensure the juvenile fills out any paperwork required by the optometrist to the best of his/her ability;
  - d. Transport the juvenile to the scheduled appointment;
  - e. Preserve patient confidentiality.
7. The **HEALTH UNIT** shall process the new eyeglasses upon receipt. The **QHCP** shall:
  - a. Advise the juvenile of the ADJC guidelines regarding the eyeglasses;
  - b. Have the juvenile sign and date Form 3090.02A Eyeglasses Receipt Agreement;
  - c. Dispense only the eyeglasses to the juvenile (not the carrying case or bag); and
  - d. Scan the form into the juvenile's Medical Record.

8. If the juvenile does not want the style of eyeglasses that ADJC provides, the **JUVENILE'S PARENT, LEGAL GUARDIAN, OR ANY OTHER INTERESTED PARTY** may provide any additional eyeglasses consistent with security guidelines which exclude contact lenses.
- a. Security shall inspect the glasses upon receipt and determine if they meet safety guidelines outlined above.
9. **ADJC HEALTH UNIT** shall provide up to two pair of eyeglasses per year for any type of breakage.
- a. Unless an optometric exam is indicated or the existing prescription was issued longer than 12 months ago, the **QHCP** may order the replacement pair using the existing prescription;
- b. If the juvenile requires more than the two pair of eye glasses provided because of abuse:
- i. **QHCP** shall notify the Multidisciplinary Treatment Team (MDT) for the need of Form 4060.01A [Individualized Behavior Plan](#) (IBP) to obtain the replacement glasses.
- (1) The **MDT** shall provide a copy of the approved IBP to the QHCP;
- (2) After receiving the IBP the **QHCP** shall order the glasses.
- ii. The **MEDICAL DIRECTOR OR DESIGNEE** may make any exception to this rule.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
12/11/06	April Randle, M.D.		